



District 100

Operating Procedures Manual

1 DESCRIPTION OF MANUAL

1.1 PURPOSE

This Manual is intended as a reference source for the operations and processes of District 100 not covered by the most recent versions of the following Toastmasters International documents:

“Articles of Incorporation and Bylaws of Toastmasters International” “Bylaws of Toastmasters International”

“District Administrative Bylaws”

“Club Constitution for Clubs of Toastmasters International” “Policy and Protocol”

“District Leadership Handbook”, Catalog item 222

“Club Leadership Handbook”, Catalog item 1310

1.2 AUTHORIZATION

The procedures outlined herein are based on the authorizations and requirements of the District Administrative Bylaws. They incorporate the administrative practices that are recognized standard procedures. Should a discrepancy exist between this document and materials published by Toastmasters International, the materials from Toastmasters International have the final authority.

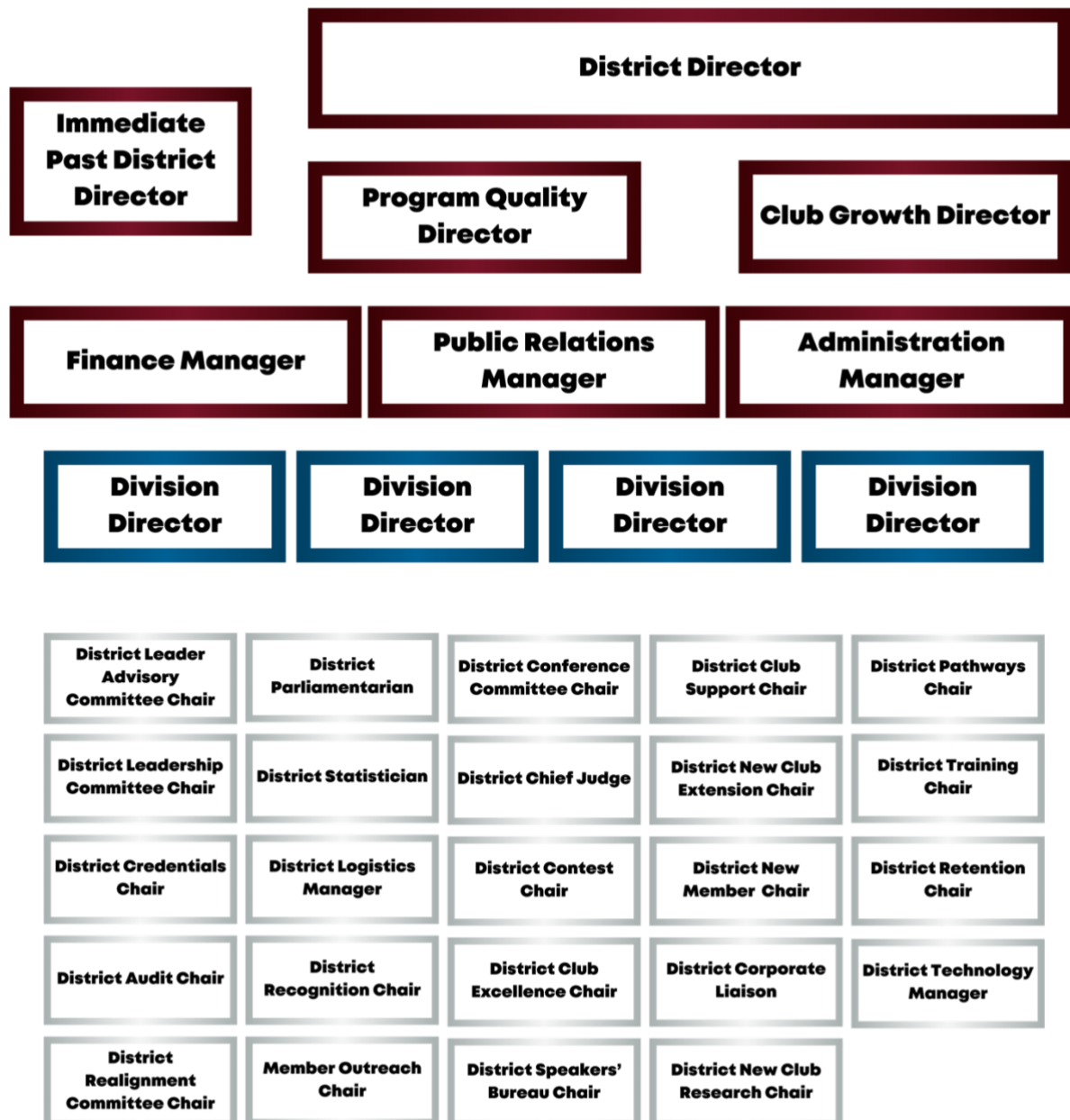
1.3 REVISIONS

The District Administrative Policies Committee is charged with the responsibility to review this manual periodically and make recommendations for updating it. Portions may be rewritten by the Committee as mandated by the District Director, the District Executive Committee, or the District Council.

2 DISTRICT ORGANIZATION

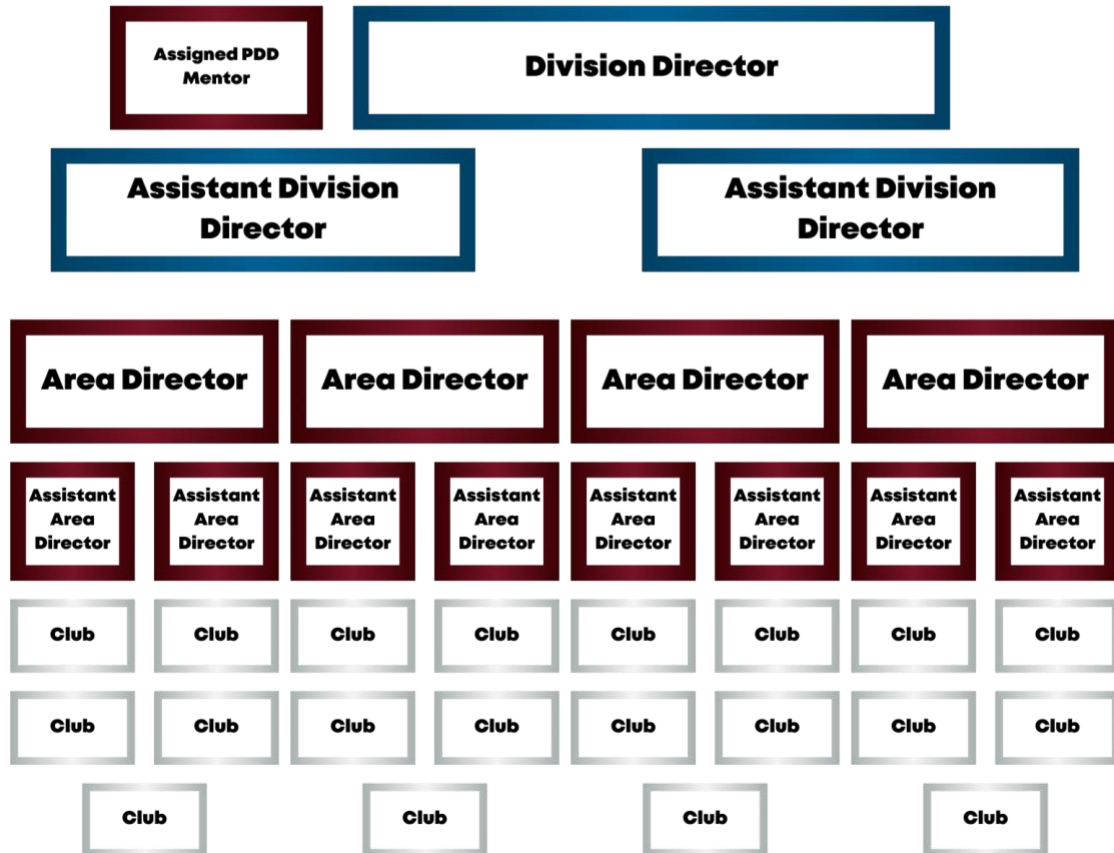
2.1 DISTRICT STRUCTURE

District Structure



2.2 DIVISION STRUCTURE

Division Structure



2.3 District Leader Dispensation

2.3.1 Effective April 5, 2025, the District Council voted in favor and approved Fully Remote District Leaders on the question posed by World Headquarters to all Districts, "Will District 100 allow Remote Leaders to serve the District for any role beginning the 2026-2027 program year?".

2.3.2 The definition of Fully Remote District Leader as per the Toastmasters International Governing Documents Glossary is: Any District Executive Committee member having a registered domicile outside the boundaries of the District in which they are serving and who will not attend onsite events as required by the District.

3 COMMITTEES

3.1 DISTRICT EXECUTIVE COMMITTEE (DEC)

3.1.1 Authorization, Membership, Purpose, Quorum, and Responsibility

District Administrative Bylaws, Article XI, (a). District Leadership Handbook, Catalog No. 222.

3.1.2 Attendance

Guests may attend the meetings at the invitation of the District Director.

3.1.3 Procedure

Meets a minimum of 4 times a year, typically, in July, October, January, and April. Gives interim approval of appointed officers. Receives and evaluates reports submitted by all standing committees. Fills any vacancies in any elective office, based upon the recommendation of the District Director and subject to the approval of the District Council.

3.2 DISTRICT COMMITTEES & APPOINTMENTS

3.2.1 ALIGNMENT

3.2.1.1 Authorization, Purpose, and Responsibility

Toastmasters International, Policy and Protocol 7.0 District Structure, 1. Club Assignments

3.2.1.2 Membership

At least 5 members, appointed by the District Director. The Chair shall be a Past District Director

3.2.1.3 Procedure

The committee shall strive to have no more than four clubs per Area and no more than four Areas per Division.

3.2.2 AUDIT

3.2.2.1 Authorization, Membership, Procedure, Purpose, and Responsibility

District Administrative Bylaws Article XI, (c), Article XII, and the District Leadership Handbook, Catalog No. 222.

3.2.3 HISTORIAN

3.2.3.1 Membership

Individual appointed by the District Director.

3.2.3.2 Purpose

Maintain records of events in the District including, but not limited to: Club Charters, Awards, District Elections, Anniversaries.

Act as a liaison between the District Clubs and Toastmasters International Historian/Historical Committee

3.2.4 TECHNOLOGY MANAGER

3.2.4.1 Membership

Individual appointed by the District Director.

3.2.4.2 Purpose

IT Manager:

Coordinate and manage all electronic data and communications for the District. IT manager may create a team of people to handle specific tasks Which include, but are not limited to:

Manage the District WordPress-based website.

Coordinate District calendars, mailings, texts and other electronic communications.

Manage Eventbrite invitations and responses Manage the District Dropbox files

Data Chairs:

Facilitate data retention and retrieval from Toastmasters International and District records to assist the District in supporting members.

3.2.5 District Leadership Committee

3.2.5.1 Authorization and Membership

District Administrative Bylaws, Article XI (b), District Leadership Handbook, Catalog No. 222.

3.2.5.2 Purpose

Prepare a list of eligible candidates for elective office to be placed in nomination at the Annual District Council meeting.

3.2.5.3 Procedural Rules:

The committee shall review the qualifications of the applicants and present a list of all qualified applicants to the District for election at the District Conference or appointment by the District Director.

Qualifications shall be based upon District Administrative Bylaws, Article VII: Officers.

3.2.6 Parliamentarian

3.2.6.1 Membership

Individual appointed by the District Director.

3.2.6.2 Purpose

Assist the District Director at business meetings to follow the protocols based on Roberts Rules of Order and the Toastmasters International Board of Directors Handbook.

Act as a resource for Clubs, Areas, Divisions, and District Officers for Parliamentary Procedures.

3.2.7 Speakers Bureau

3.2.7.1 Membership

Individual appointed by the District Director.

3.2.7.2 Purpose

Organize and manage the District Speakers Bureau. Arrange qualifying speeches and manage membership.

Arrange professional level educational keynote speeches based on the monthly focus of the District

Support Qualified Speakers by finding outside speaking venues to promote Toastmasters

Schedule Qualified Speakers as guest speakers as clubs and District Leaders request

Promote excellence in speaking

3.2.8 Judges Bureau

3.2.8.1 Membership

Individual appointed by the District Director. The District Chief Judge assumes this role, but another individual may be appointed at the discretion of the District Director

3.2.8.2 Purpose

Organize and manage the District Judges Bureau.

Maintain lists of experienced and trained contest judges and chief judges. Arrange judging teams for the Area, Division, and District Conferences Arrange judging teams to support schools and other community organizations holding speech and leadership competitions

Support clubs conducting speech contests Promote excellence in speaking

3.2.9 District Operations Manual

3.2.9.1 Membership

Ad hoc committee composed of Past District 100 Directors, currently serving District 100 Division Directors, and the currently serving District 100 Administration Manager. The chair must be a Past District Director that is a member of District 100, the current District Director, or the Program Quality Director if appointed by the current District Director.

3.3 PROGRAM QUALITY COMMITTEE

3.3.1 Authorization, Purpose and Responsibility

District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

3.3.2 Membership

Program Quality Director as Chair and shall include Division and Area Directors and their assistants and other members as appointed by the District Director at the recommendation of the Program Quality Director.

3.3.3 Attendance

Guests may attend the meetings by approval of the committee.

3.3.4 Procedure

Hold meetings to accomplish the following: Promote the educational goals of the District.

Plan and implement programs to recognize the accomplishment of educational goals.

Implement training programs to further members' educational goals.

During Contest Season ensure speech contests are conducted per Toastmasters International contest rules.

Plan leadership training for Club Officers, Area Directors and Division Directors.

Assist Clubs, Areas and Divisions in their effort to strengthen their membership through participation, attendance and retention.

Establish membership campaigns to promote growth throughout the District and provide member leads to Clubs.

Assist Clubs, Areas and Divisions in their effort to strengthen their membership through participation, attendance and retention.

Monitor the timely submittal of semiannual dues.

3.3.5 Other Chairs

May be appointed from time to time as may be deemed advisable by the District Director or the District Council. Such District Committee chairs may include but are not limited to:

Chief Judge

Leads Judges Bureau which provides experienced judges to community organizations upon request

Trains judges and chief judges to staff District contests

Provides guidance for contest chairs based upon the Toastmasters Contest Rule Book

Learning Lab Chair

Works in conjunction with the Program Quality Director to develop educational programs for the monthly Learning Lab

Staffs the monthly Learning Lab with educators

Works in conjunction with the Public Relations Manager to promote the Learning Lab

Spring Conference Chair

Works in conjunction with the Program Quality Director and District Director to staff the District Conference including, but not limited to setup and teardown crews, hospitality, registration, contest functionaries, and VIP handlers

3.4 CLUB GROWTH COMMITTEE

3.4.1 Authorization, Purpose, and Responsibility

District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

3.4.2 Membership

Club Growth Director as Chairman, the Division and Area Directors. Assistant Division and Area Directors are encouraged to participate in the club building efforts.

3.4.3 Attendance

Guests may attend the meetings by approval of the committee.

3.4.4 Procedure

Hold meetings to accomplish the following:

Develop club building ideas to provide Toastmasters benefits to untapped demographics

Perform cold walks, visiting companies, organizations, and educational facilities to introduce Toastmasters

Once leads are discovered, develop relationships with deciders and determine the viability of new club prospect

Create Launch teams to charter new clubs.

3.4.5 Other Chairs

May be appointed from time to time as may be deemed advisable by the District Director, or the District Council. Such committee chairs may include but are not limited to:

Speechcraft Chair Club Mentor Chair Club Sponsor Chair Club Coach Chair

Youth Leadership Chair Gavel Club Chair

3.5 PUBLIC RELATIONS COMMITTEE

3.5.1 Authorization

District Administrative Bylaws, Article XI, (d).

3.5.2 Purpose

Provide external/internal publicity to enhance the image of Toastmasters International and District 100.

3.5.3 Membership

The Public Relations Manager and Committee Chairs appointed by the District Director

3.5.4 Responsibility

Work in support of the District Director, Program Quality Director, Club Growth Director, and IT Manager to publicize events to the members and the outside community.

3.5.5 Attendance

The Public Relations Manager meets with his/her team during the year and guests may attend the meetings by approval of the committee. The PR Manager is also a member of the District Executive Committee.

3.5.6 Procedure

Hold meetings to accomplish the following:

Recommend a Public Relations program to the District Executive Committee. Evaluate current projects used by Clubs, Areas, Divisions and the District for achieving favorable public relations.

Promote the "Communication and Leadership Award" program for community and company leaders.

Promote members' participation through Speakers' Bureau.

Promote club public relations campaign, such as club website, public service announcements, public relations videos, and social media.

Implement methods to monitor the accomplishments of the District marketing goals.

3.5.7 Other Chairs

May be appointed from time to time as may be deemed advisable by the District Director, or the District Council.

4 DISTRICT FINANCES

4.1 Authorization, Approvals, Budget, Procedures, and Records:

District Administrative Bylaws, Articles XII, (a), District Leadership Handbook, Catalog No. 222, Governing Documents of Toastmasters International, "Policy and Protocol"

4.2 Reimbursable Expenses

4.2.1 AUTHORIZATION

District Administrative Bylaws Article XII, Toastmasters International Policies and Procedures Protocol 8 in its entirety.

4.2.2 MEALS, LODGING, AND TRAVEL

4.2.2.1 Meals.

4.2.2.1.1 Budget permitting, the District Executive Committee meals will be provided to attendees. Attendees may include specially invited guests and Division/Area staff approved by the District Director.

4.2.2.1.2 Budget permitting, District Director staff meeting meals may be provided. The District Director sets attendance. Types of staff meetings include District elected officers' staff meeting and planning for the year, conferences, and educational sessions.

4.2.2.1.3 Budget permitting, the District Director, Program Quality Director, and Club Growth Director may be provided per diem for each day of attendance at the Annual Toastmasters International Convention, District Leader Training, and Mid-Year Training. Per diem shall include required training days, convention days, and two travel days at the standard U.S. Government rate.

4.2.2.2 Lodging

4.2.2.2.1 Budget permitting, to facilitate presenting and coordinating the Spring Conference, the District Director, Program Quality Director, Club Growth Director, and Finance Manager may be authorized to one night lodging at the conference site and up to two nights if travel is more than 20 miles one way. Lodging for the International Director, Region Advisor, or Board Member on official visit is included to the extent that Toastmasters International does not reimburse his/her expenses.

4.2.2.2.2 Budget permitting, to aid conference operation, the Administration Manager and Conference Co-Chairs may be authorized one night's lodging at the conference location. Out-of-town presenters may be authorized for two night's lodging at the conference location if travel is more than 40 miles one way from the presenter's residence to the conference location, at the discretion of the District Director.

4.2.2.2.3 Budget permitting, the District Director, Program Quality Director, and Club Growth Director may be provided lodging expenses for each day of Annual Toastmasters International Convention, District Leader Training, and Mid-Year Training. Lodging shall include the night preceding the first required training day, all nights inclusive of the required training and convention days, and up to one day after. Lodging expenses provided by Toastmasters

International based on Distinguished District performance supersedes District funding.

4.2.2.3 Travel

4.2.2.3.1 Budget permitting, Division Directors, Administration Manager, Finance Manager, and Public Relations Manager may be reimbursed up to \$100.00 for travel within the District related to Toastmasters International activities. These activities include, but are not limited to: club visits, division council meetings, district council meetings, trainings, contests, and conferences. Reimbursement shall be at the standard U.S. Government mileage rate.

4.2.2.3.2 Budget permitting, District Director, Program Quality Director, and Club Growth director may be reimbursed up to \$800 for travel within the District related to Toastmasters International activities. These activities include, but are not limited to club visits, division council meetings, district council meetings, trainings, contests, and conferences. They shall also be provided funds for travel to and from the Annual Toastmasters International Convention. Airfare or train fare shall be provided at the coach rate. Should a personal vehicle be driven to the convention, mileage shall be reimbursed for actual miles traveled, up to the cost of a reasonable airfare, whichever is less. Mileage shall be at the standard U.S. Government mileage rate. Travel funds provided by Toastmasters International supersedes District funding.

4.2.2.3.3 Budget permitting, District Director, Program Quality Director, and Club Growth director may be provided registration fees for the Annual Toastmasters International Convention to the extent not covered by Toastmasters International.

4.2.2.3.4 Budget permitting and providing that the District achieved Distinguished or higher, the Immediate Past District Director will be provided registration, travel, lodging, and per diem at the above rates to the extent not covered by Toastmasters International.

4.3 District Expenses– (TI Protocol 8.4.7)

4.3.1 Expenses made by the District Director must be authorized in advance by two of the three: Finance Manager, Program Quality Director, and/or Club Growth Director (emails are acceptable approval). Expenses made by the Program Quality Director must be authorized in advance by two of the three: Finance Manager, District Director, and/or Club Growth Director (emails are acceptable approval). Expenses made by the Club Growth Director must be authorized in advance by two of the three: Finance Manager, District Director, and/or Program Quality Director (emails are acceptable approval). The District Reserve Credit Card must be used as instructed by Toastmasters International.

5 District Meeting Ground Rules

5.1 Purpose

5.1.1 Established to ensure a time efficient and productive meeting.

5.2 Rules

5.2.1 Once Credentials is closed at the designated time and a quorum exists, Credentials will not be reopened for late-arriving members unless two-thirds of the Council members in attendance vote to open Credentials.

5.2.2 Resolutions, lengthy motions (defined as over 12 words, excluding the phrase, "I move that...") or a single motion combining two or more subjects shall be submitted in writing to the District Director before the start of the business meeting. Copies will be distributed to the Administration Manager, Presiding Officer, and District Parliamentarian.

5.2.3 Recognition by the Presiding Officer shall be handled as follows:

5.2.3.1 Onsite Attendees

5.2.3.1.1 Stand and address the Presiding Officer; wait for acknowledgement by the Presiding Officer.

5.2.3.1.2 When acknowledged, state your name, club name and number, then proceed with business.

5.2.3.2 Online Attendees

5.2.3.2.1 Using the raise hand feature, wait for the Presiding Officer and wait for acknowledgement by the Presiding Officer. When acknowledged, state name, club name and number, then proceed with business.

5.2.3.2.2 If using the chat, place your name, club name and number and request to be acknowledged. After the acknowledgement of the Presiding Officer, proceed with business.

5.2.4 There will be limited debate on each item of business. Each speaker shall have a maximum of 2 minutes to address the question. Only members of the District Council have the right to debate. The maximum time for debating any particular motion (including amendments) shall be 10 minutes unless two-thirds of the Council members vote in favor of a motion to change the time limits for debates. The Council will immediately vote on the pending question if the 10-minute limit is reached.

5.2.5 For best use of time, business items will be interspersed between counting of ballots and election results.

5.2.6 Candidate speeches will be limited to 2 minutes. In the event there is only one candidate, no speech will be given. In the event the candidate is not present, a seconding speech may be given and will be limited to the amount of time allocated for the candidate's speech.

6 District Awards

6.1 Helicopter Award

6.1.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.1.2 The award will be given to each Division Director achieving President's Distinguished.

6.1.3 The award will consist of a flying device attached to a plaque bearing the recipient's name, Division, and program year. The flying machine symbolizes the heights to which the Division Director carried their team achieve their goals.

6.1.4 History

6.1.4.1 2017-2018 Division P Director Scott Friedman insisted that should he achieve President's Distinguished; he would be qualified to receive a helicopter to better serve the members of the District with quick personal visits. While Director Friedman did not achieve his goal, his legacy lives on in this award. Nora Jackson, Division A Director, 2017- 2018 was the first recipient of the award.

6.2 Richard Snyder Lifetime Achievement Award

6.2.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.2.2 The award shall be presented to a Toastmaster of the District Director's choosing that meets the following criteria.

6.2.2.1 The Toastmaster is a member in good standing

6.2.2.2 The Toastmaster shall have been a member for at least 10 years

6.2.2.3 The Toastmaster shall have served at the District level

6.2.2.4 The Toastmaster shall have significantly contributed to the success of members, clubs and District 100 as a whole

6.2.2.5 The Toastmaster shall have served as a mentor to District 100 Leadership

6.2.2.6 The Toastmaster shall embody the Toastmasters' Core Values of Integrity, Respect, Service, and Excellence.

6.2.3 The award shall be a crystal apple to symbolize Richard's legacy as a teacher and the lessons taught and learned by the recipient throughout their tenure as a Toastmaster.

6.2.4 History

6.2.4.1 Richard Snyder, past District 12 Director and Past International Director was instrumental in the split of Founders District and the formation of District 100. As of this writing, he is an 8-time DTM recipient. He leads by example and continually works the Toastmasters program. His dedication to members and the success of all clubs and members is unquestionable. It is in his honor this award was created.

6.3 Celly Award

6.3.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.3.2 The award shall be presented to a Toastmaster of the District Director's choosing that meets the following criteria.

6.3.2.1 Champions the cause of Toastmasters and spreads the benefits of the education program to all

6.3.2.2 Has served the membership beyond the club level

6.3.2.3 Mentors members and continually encourages them to participate in the greater world of Toastmasters

6.3.3 The award shall be a colorful glass art piece to symbolize Celly's colorful personality and the brightness and transparency that the recipient has shown in their service to our members.

6.3.4 History

6.3.4.1 In 1993, Araceli "Celly" Adamo joined Toastmasters, the world's largest organization dedicated to improving communication and leadership skills. Through her involvement in Toastmasters, she mentored young speakers in their quest to improve their communication and leadership skills. One of the major projects was organizing a group to mentor the Model United Nations Assembly at Whitney High school in Cerritos. She always enjoyed coaching young students to improve their communication skills. She would often volunteer to coach young speech contestants and judge speech contests for Rotary, Lions, Optimists and other organizations.

Toastmaster's International also presented Celly with the Excellence in Education and Training award in her role as Lieutenant Governor of Education and Training in 2005. With all her accomplishment in Toastmasters, Celly was the first Asian (and of course Filipino) elected to the position of District Governor of Toastmasters International's Founder's District for the 2006-07 year. Though she achieved the Distinguished District award for the first time in five years, her greatest achievement as District Governor was to ensure that all eight of her Division Governors achieve the highest level of honor, the President Distinguished award; an accomplishment that has yet to be matched to date.

Celly passed away, June 7, 2017, as District 100 was forming. The District Leadership felt it appropriate to honor her memory and life's work with a named award which would be presented to members whose current work reflected the values Celly embodied.

6.4 Alfred Herzing Club Growth Award

6.4.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.4.2 The award shall be presented to a Toastmaster of the District Director's choosing that meets the following criteria. It is possible for more than one person to receive this award in a given program year.

6.4.2.1 The Toastmaster shall have completed the annual Google Challenge in the current program year

6.4.2.1.1 The Google Challenge asks Area and Division Directors to use internet search engines to familiarize themselves with their local geography and find locations that could host new clubs. The list is turned into District Leadership and is used as a criterion to determine if the leaders are awake to their responsibility to participate in club growth. Note that any member may participate in the Google Challenge.

6.4.2.2 The Toastmasters shall have participated in at least one Cold Walk Session or its virtual/telephone equivalent.

6.4.2.2.1 Cold Walks are where Google Challenge ideas are visited in real life with the goal of obtaining contact information for a decider at the location.

6.4.2.3 The Toastmaster shall have participated in at least one Launch Meeting

6.4.3 The awardee shall be an integral part of the charter of at least three clubs, acting as the sponsor or primary resource supporting the club sponsor's success in the execution of the charter.

6.4.4 The award is a glass globe on a block symbolizing Alfred's legacy as a Past International President and the global reach that chartering Toastmasters clubs can have on the members who join.

6.4.5 History

6.4.5.1 Past International President and Past District 52 Director, Alfred Herzing's passion is spreading the value of Toastmasters through new clubs. Alfred's mentorship of both District Leaders and Club Members in their pursuit of new clubs lead to the creation of this award. The strict criteria for the award recipient reflect his passion for excellence in recognition of work.

6.5 Breakthrough Award

6.5.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.5.2 The award shall be presented to a Club of the District Director's choosing that meets the following criteria. It is possible for more than one club to receive this award in a given program year.

6.5.2.1 The club shall not have been Distinguished or better in the last two years.

6.5.2.2 The club shall have achieved Distinguished or better before the end of May in the current year.

6.5.2.3 Out of clubs achieving the above, the clubs will be ranked by number of club officers trained, number of new members added in the year, and total DCP.

6.6 Lift-Off Award

6.6.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.6.2 The award will be given to each Area Director meeting the below criteria.

6.6.2.1 Have members in your Area submit 10 Google Challenges by July 31.

6.6.2.2 Submit the Area Success Plan to the District Trio and the Division Director by July 31.

6.6.2.3 The Area must get two unique sponsors for a chartered club in District 100 by December 31.

6.6.2.4 The Area must achieve Select Distinguished or better by May 31.

6.6.3 The award will consist of a special award with a shooting star.

6.7 Platinum Helicopter Award

6.7.1 This award shall be presented at the annual Awards Ceremony occurring after June 30th of the current program year.

6.7.2 The award will be given to each Division Director achieving President's Distinguished and the below.

6.7.2.1 Submit your Division Success Plan to the District Trio by July 15.

6.7.2.2 Have the members in your respective Divisions submit 10 or more Google Challenges per area to the Club Growth Director using the form provided by July 31.

6.7.2.3 The Division must have 4 unique members (including Area and Division Directors) earn a sponsor credit from clubs chartering in District 100 by September 30.

6.7.2.4 The Division must get two more unique members to earn a sponsor credit from clubs chartering in District 100 by December 31.

6.7.2.5 The Division must get two more unique members to earn a sponsor credit from clubs chartering in District 100 by March 31.

6.7.2.6 The Division must achieve President's Distinguished by May 31.

6.1.3 The award will consist of a special version of the helicopter award.

6.8 Quarterly Awards

6.8.1 These awards shall be presented quarterly through the program year.

6.8.2 These awards shall be presented to a member of the District Director's choosing meeting the below criteria.

6.8.2.1 Coach of the Quarter

6.8.2.1.1 Selected by the District Trio, Coach of the Quarter is chosen from among the appointed club coaches based upon the progress of the clubs within the Distinguished Club Program and/or input by the club officers.

6.8.2.1.2 If there is no appointed club coach that meets the above criteria, another member who is coaching District 100 members, may be selected.

6.8.2.2 Mentor of the Quarter

6.8.2.2.1 Selected by the District Trio, Mentor of the Quarter is chosen from among the appointed club mentors based upon the progress of the clubs within the Distinguished Club Program and/or input by the club officers.

6.8.2.2.2 If there is no appointed club mentor that meets the above criteria, another member who is mentoring District 100 members, may be selected.

6.8.2.3 Leader of the Pack of the Quarter

6.8.2.3.1 Selected by the District Trio, Leader of the Pack is chosen based upon the number and quality of clubs chartered by a member in the quarter.

6.8.2.3.2 If no clubs are chartered in a quarter, then the member with the most progress towards a new club may be chosen.

Last Revised on March 2, 2025, by:

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